

STUDY UNIT 1

INDIVIDUAL EXERCISE



TEDDY BEAR CLINIC
FOR ABUSED CHILDREN

HEAD OFFICE/JHB BRANCH

13 Joubert Street Ext Cnr Empire Road
Parktown

–(011) 484-4554/4539 (t)

–083 557 3720 (m)

–(011) 484-4551 (f)



The TEDDY BEAR CLINIC of South Africa is looking to employ a motivated Manager at our clinic.

MINIMUM REQUIREMENTS:

- Bachelors degree in Public Management and Administration, or Social work with a clear motivation thereof, a post graduate degree would be preferred
- Registration with a management board or a related field
- 5-8 years of experience in an organisation as a senior official
- Fluency in written and spoken English. Excellent written and oral communication skills.
- Computer literate
- A valid code B driver's license.
- Experience in supervising and mentoring employees.
- Experience conducting training for groups
- Excellent management and leadership capacity and organisational skills
Extensive experience in working with people
- Ability to achieve the Clinics' strategic goals with regard to management, community out reach and awareness campaigns
- Ability to plan, implement and evaluate programmes
- Good Management skills which will allow the encumbered of this position to manage human resources in the clinic in an effective manner, with a view to developing competent and motivated staff that perform optimally
- Good leadership and negotiation skills
- Good conflict and problem solving skills
- Good networking and marketing skills
- Good interpersonal relations and client-service orientation

ENQUIRIES: Dr. T. Ndala (011) 484 4554

CLOSING DATE: 17 August 2016

COMMENCEMENT OF DUTIES: As soon as possible

If you meet the above criteria send a detailed CV with as well as a motivation to: ttbc@mweb.co.za. If not contacted within 2 weeks after closing date, please consider your application unsuccessful

ASSIGNMENT:

DUE DATE: 17 August 2016

Write a letter (2 – 3 pages) to the board of members at the teddy bear clinic, justifying the need to employ a social worker as a manager and specifically yourself. Include the following in your letter:

- a. the reasons why you think that the clinic needs a social worker as a manager**
- b. what impact would your new position have for the staff, the children as clients and the organisation as a whole.**
- c. provide a detailed but required information on yourself, your work experience, degrees obtained, training received.**

Marks will be allocated for the following:

	MARK ALLOCATION				
	Did not comply	Poor	Average	Good	Excellent
	0	1-3	4-5	6-8	9-10
CRITERIA					
<p>Creative ideas and uniqueness</p> <p>Strong motivation, leadership skills, power, being able to motivate himself/herself as manager.</p>					
<p>Content</p> <p>Fulfilling the requirements stated on the advert, body of the letter, quality information supplied.</p>					
<p>Professionalism</p> <p>Writing clear and understandable, professionally written, relevant information provided, a social workers view point</p>					
TOTAL	/30				

